

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 21, 2021
RICHMOND, VA & VIRTUAL**

MEMBERS/ALTERNATES PRESENT

Voting:

Patricia Paige (M-New Kent), Chairman
Robert Dunn (M-Chesterfield), Vice Chairman
Miles Jones (M-Richmond), Secretary
Tangela Innis (M-Petersburg), Director
Stephen Chidsey (M-Ashland)
Clay Bowles (M-Chesterfield)
Cary Drane (M-Chesterfield)
Todd Flippen (A-Colonial Heights)
Wendy Grady (M-Goochland)
David Howard (A-Hanover County)
J. Allen Lane (M-Henrico)
Marcia E. Kelley (M-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (M-Hopewell)
Karin Carmack (M-Powhatan)

Non-Voting:

Jennifer Schontag (M-Ashland)
Al Pace (A-Chesterfield)
Dwayne Jones (A-Goochland)
Josh Byerly (A-Henrico)
Bentley Chan (A-Henrico)
John Lockwood (A-New Kent)
Johnny Melis (A-Powhatan)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy Drumheller, Public Affairs Manager
Reginald D. Thompson, Operations Analyst
Stephanie Breaker, Sr. Customer Service Supervisor
Mary Beth Mains, Part-Time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Michael Purvis, (M-Prince George), Treasurer
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Scott Zaremba (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Doug Smith (M-Colonial Heights)
Randy Hardman (M-Hanover)
Susan Dibble (M-Hanover)
Michael Flagg (A-Hanover)
John Lockwood (A-New Kent)
William Riggleman (A-Petersburg)
Percy Ashcraft (A-Prince George)
Nathan Joyce (M-Richmond)

Guests:

Addressing the Board, Mrs. K. Hynes, CVWMA Executive Director, welcomed the attendees and she reminded members on how to cast their votes using the meeting's electronic functions. Mrs. Hynes instructed members who would like to vote verbally to take themselves off of mute.

Chairman Paige (M-New Kent) started the meeting by having all attendees recite the Pledge of Allegiance. She welcomed all to the meeting, and with a quorum in attendance she called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Paige (M-New Kent) opened the floor for public comment and recognized Mr. Kevin Halligan of Powhatan County, Virginia. Addressing the Board Mr. Halligan introduced himself and stated that his interest in solid waste management began three years ago, when County Waste announced that they were developing a mega landfill in Eastern Cumberland County. Mr. Halligan noted the 1,200 acre landfill will initially import 5,000 tons of trash from a service area of 500 air miles, which includes most of New England, parts of the Midwest and the Southeastern United States. Central Virginia will become the repository of trash from Boston, Detroit, Indianapolis, Nashville, Atlanta and even Toronto, Canada. Mr. Halligan stated he does not believe that Virginia needs another mega landfill to manage our own solid waste needs and we certainly do not need additional disposal capacity if we manage waste in a more environmentally sustainable manner and seek alternatives to landfills. The governor has signed Senate Bill 1319 which directs the Department of Environmental Quality to establish a Waste Diversion and Recycling Task Force to study and make recommendations to reduce the amount of waste currently being landfilled. Many localities and states are banning organic material from landfills and are developing regional composting centers to process food waste and other organics. Banning organics from landfills would reduce the amount of waste disposed by 20 to 30%. Some localities have enacted "pay to throw" programs, whereby residents pay based on the volume and the amount of waste that they dispose.

The governor also has issued Executive Order 77, allowing Virginia to lead by example to reduce plastic pollution and solid waste which orders state agencies to take actions to eliminate the need for new solid waste disposal facilities in Virginia. Executive Order 77 directs the Secretary of Natural Resources to develop recommendations for reducing solid waste and diverting such waste from landfills through composting, beneficial use, enhanced recycling and other strategies. The Secretary's report is due October 1, 2021, and Mr. Halligan is asking the Central Virginia Waste Management Authority to embrace these initiatives and lead Virginia to more aggressively pursue environmentally responsible and sustainable methods to manage the waste generated in Central Virginia. Mr. Halligan thanked the Board for their time and consideration.

Chairman Paige thanked Mr. Halligan for his comments and stated the Board would take Mr. Halligan's comments and concerns into consideration as decisions are made in the future. She again thanked Mr. Halligan for his time, attendance and comments.

Item No. 2: Minutes of the Regular Meeting of April 16, 2021

Chairman Paige (M-New Kent) opened the floor for a motion to approve the minutes of the regular meeting of April 16, 2021, as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. M. Jones (M-Richmond), Secretary, and carried that the minutes of the April 16, 2021, Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Paige (M-New Kent) welcomed all to the meeting and thanked attendees for their time and dedication to efforts in Virginia and Virginia Waste Management Authority.

Chairman Paige welcomed back Mr. Stephen Chidsey, who was appointed back to the Board for the Town of Ashland, and she stated the Board is excited that he is with us. Chairman Paige also noted it is a wonderful day with many graduations for both high schools and colleges and she asked that everyone have a joyous celebration but above all to remain safe.

Item No. 4: Nominating Committee Report

Mr. Allen Lane (M-Henrico), Nominating Committee Chair, stated that the committee is very pleased that the majority of the previous officers will be returning. The committee nominates the following slate of officers for 2021: Patricia Paige (M-New Kent), Chairman; Robert Dunn (M-Chesterfield), Vice-Chairman; Miles Jones (M-Richmond), Secretary; and Tangela Innis (M-Petersburg), Director. Mr. Lane noted that there is still one opening, for Treasurer. Chairman Paige thanked Mr. Lane and Ms. M. Robertson (M-Hopewell) for their report and the recommended slate.

Chairman Paige solicited for the position of Treasurer and noted it is a position that is much needed in the Authority and if anyone would like to give it more consideration to please contact Mrs. K. Hynes or Mr. A. Lane. Mrs. K. Hynes reminded the Board that the vote will take place at the June 22nd Board meeting being held at Colonial Downs.

Item No. 5: Strategic Plan Update

Mrs. K. Hynes noted that staff had originally planned to have the Strategic Planning activity at this meeting but that has been moved to the June 22, 2021, Board meeting. Mrs. Hynes gave a status update noting that the stakeholder interviews are predominately completed, and this is the bulk of the work for the GBB consultants. Mrs. Hynes stated there may be a few more meetings to follow up with but the majority of interviews and follow up discussions have been completed. Mrs. Hynes stated GBB has been working on the Board activity and the agenda for next month's meeting will include a summary of the surveys, the highlights from the interviews, the recommendations from the interviews, some of the keywords and emerging themes that have come out of the surveys and interviews. The board activity will include items based on the interview responses and what the main themes are and will include some recommendations and scenarios for consideration. There will be polling activity to gain a consensus on direction. Mrs. Hynes asked that the Board be prepared for those activities and a three-hour meeting is planned. First the regular Board business will be discussed for a few minutes and then dive right into our strategic planning process. Mrs. Hynes thanked Chairman Paige for securing Colonial Downs and noted it was picked because it has a big enough space where all can socially distance and be together in person. Mrs. Hynes noted there will also be a zoom option for those that cannot get there in person and that she hoped all will at least tune in and be a part of the conversation, if not able to attend in person. Originally staff had planned to bring back a draft of the strategic plan to the Board in June but that will be pushed to August.

STAFF AGENDA

Item No. 6: Residential Recycling Program

Mr. R. Nolan, Director of Operations, reported that the total tonnage of residential recyclables collected in the CVWMA program for May 2021 was 3,092 tons, noting this was 348 tons less than May 2020. Mr. Nolan added that there was a total of 31,677 tons collected year to date May 2021, 1,466 tons more than the same period in 2020.

In April there were 2,360 misses in all jurisdictions compared to 2,018 misses in March of 2021. Mr. Nolan reminded the Board that our contractors are still having a driver shortage issues. Staff has seen some improvement in service in recent weeks.

Mr. Nolan reported that effective July 1, over 100 homes will be added in Hanover County in the Rutland Grove Community.

Mrs. K. Hynes gave an update on the procurement noting that two companies sent in proposals on the Residential Recycling and Drop-Off Processing Procurement by the March 12th deadline. Staff is working with the committee to interview, follow up, and negotiating. Mrs. Hynes stated the Committee has been involved and locality discussions are happening now to make sure we are all on the same page. Staff and the Selection Committee will bring a recommendation to the board in June to award contract(s).

Item No. 7: Municipal Solid Waste (MSW) Program

Mr. Thompson, CVWMA Operations Analyst, reported that the Chesterfield's Tax Relief program contractor, County Waste, who was bought by GFL Environmental, has started there rebranding so you may see GFL trucks and trash cans now.

Mr. Thompson reported there were 73 misses recorded in Ashland for Meridian Waste (MW) and 39 misses in the Chesterfield tax relief program for GFL in May. In the Tri-City area, 296 misses were recorded in Colonial Heights, 403 misses in Hopewell and 628 misses in Petersburg.

Referring to the slide, Mr. Thompson noted there were 1,402 misses in April 2021 compared to 273 misses in April 2020. Mr. Thompson noted that Meridian Waste has been hiring and staff saw some improvement in May.

Mrs. Hynes added that staff has been in discussion with Meridian over the last couple of months on service related issues. Staff has issued a Notice of Default and are continuing to negotiate with them. Staff has also been communicating with the city and town managers of those localities regarding the issues and in going forward will continue discussions.

Item No. 8. Operations and Program Statistics

Mr. Thompson provided an update on the 2020 Regional Recycling Rate. It has been adjusted slightly since the April meeting to 58.1% and has been submitted to the DEQ. Once accepted by the DEQ a press release will be sent out.

Mr. Nolan reported the May commodity pricing for Mixed Paper remained at \$30/ton; Old Corrugated Cardboard (OCC) increased by \$5/ton to \$100/ton, and newsprint remained at \$70/ton. Steel increased by \$15/ton to \$270/ton. Oil prices increased from \$.25/gallon to \$.39/gallon. Mr. Nolan noted the Curbside Processing fee will remain the same in May at \$5/ton.

In answer to Mrs. M. Kelley's (M-Henrico) question regarding marketing prices internationally for Mixed Paper, Mr. Nolan stated our vendor TFC has been marketing the majority of the paper to India and parts of Indonesia. They sort through the paper, clean it up, pulp it, and then sell it to China. Mr. Nolan stated staff is also seeing that companies in the United States are doing that as well. China is still getting pulp, the raw product (mixed paper and OCC) and producing new paper and cardboard boxes.

Mr. Nolan stated that is difficult to forecast the future of the market for paper because India is currently struggling with the pandemic and a lot of the operations have shut down because of it. Mr. Nolan stated he believes TFC is leaning more towards Indonesia and Vietnam to take their paper.

Steel prices are up \$15 a ton to \$270/ton in the month of May due to demand from China. Some manufacturing operations are having a hard time keeping up with the demand for steel products. Our vendors have told us the wait times for some truck parts can be six to eight weeks, while pre-pandemic they were readily available.

Mr. Nolan reported on the locality recycling events in April, noting their turnouts. Mrs. M. Kelley (M-Henrico) stated she was not able to make the e-Waste event in Henrico, but she did take a load of electronics to Securis and had a very good experience. Mr. Nolan reminded the Board that Securis is open on the first Saturday of every month to accept electronics.

Item No. 9: Technical Advisory Committee (TAC) Report

Mr. Nolan stated the TAC met on May 6, 2021 virtually and topics discussed included: CVWMA Strategic Plan; SWMP approval update; service issues and default issue with trash contracts; and delivered Mixed Paper and OCC contracts. The next TAC meeting is scheduled for June 3rd at 9 a.m. virtually.

Item No. 10: Earth Day

Referring to the slide, Mrs. N. Drumheller, Public Affairs Manager shared a sampling of Earth Day education and outreach efforts and messages as well as locality special collection events. Staff estimates impacting over 2,100 people during the month of April which included over 1,700 students and teachers through virtual classroom programs in Chesterfield, Colonial Heights, Henrico, and Richmond. Ms. D. Gammon, Recycling Education and Outreach Specialist estimates the number of students attending her programs based on the number provided by the teacher and by sending out follow-up surveys for feedback on what information the students were most engaged with, and she uses that information for future focal areas and additional program development.

In addition to classroom programs, staff also worked with our regional ride share partner, RideFinders on their It's a Green Thing 2021 program tagging on all the ways that you can reduce your impact and how it does not have to be by just recycling but by green commuting and reducing your energy use. Staff also partnered with Henrico County for their Earth Day and Energy Fair, through the Keep Henrico Beautiful and Henrico Recreation and Parks and their Energy Management. They were at three different parks and asked us to provide resources where the public could come and get the information in a safe environment by picking up information. Mrs. Drumheller reported she was happy that staff did have a presence this year compared to 2020 events being all virtual. Staff created an Earth Day toolkit that was created for each member locality specifically based on the containers that the residents use and for drop off recycling that was applicable to all of the member localities. Staff was very active on social media and created videos and promoted the locality events. Mrs. Drumheller concluded the Earth Day update by stating the events were different than previous events, but staff is out in the community and people are very active and engaged with us in a plethora of ways.

Item No. 11: Public Information

CVWMA Website, Newsletter, Social Media, Email Reminder

Mrs. Drumheller stated staff continues to focus on educating the public on what to recycle and contamination issues. Residents want to do the right thing, but many are still surprised to learn that things like batteries, hoses, Styrofoam, shredded paper, aluminum foil, and some plastics do not go in the bin. Staff is asking for the people to check with CVWMA on what we do take and Mrs. Drumheller noted it is a problem nationwide with many

localities. Even The Recycling Partnership tells people to check locally. Staff now has documents and guides that can be printed of what to recycle and “Know your No’s”. The North Carolina Department of Environmental Quality gave us permission to use their documents and added the CVWMA logo to them at no cost to us. Mrs. Drumheller stated she is grateful for the partnership with North Carolina and others that enhance the visibility of the Authority.

Mrs. Drumheller stated that in May, staff continues with scheduled virtual education programs (classroom style) in public schools and childcare learning centers. Mrs. Drumheller stated that she loves when a teacher takes the time to post on social media about staff education/outreach and noted that a teacher from Randolph Elementary School in Goochland took the time to share the impact of Ms. D. Gammon’s May 14th program, including pictures of her students using the brown paper bags to create art activism. She noted that students take these messages home to parents.

Mrs. Drumheller stated staff continues to participate in Keep America Beautiful’s Moving Communities to Zero Waste webinar series and to promote the resources they provide. Mrs. Drumheller stated she and Ms. Gammon are both members of the Middle James Roundtable which is a group of by area water quality, stormwater and watershed educators and/or representatives from many of our members localities. She noted these area experts vet all of the information and resources that staff has on the CVWMA Stormwater Resource web page for accuracy. CVWMA shares our outreach numbers and Stormwater webpage stats with the group as they can use for, MS4 Education credits. Staff’s membership with this group is an added value for all of our member localities.

The electronic newsletter went out and included the topics already discussed today. Mrs. Drumheller noted staff is always working to keep the public engaged and aware of other things that localities have going on.

Lastly Mrs. Drumheller stated CVWMA is working on a website refresh and she thanked those Board members that have provided feedback. Anyone going to our website can immediately go to their member locality, click on the map, and have a very user-friendly experience with the updated technology.

Chairman Paige encouraged all members to visit the new website and noted Mrs. Drumheller welcomes Board member feedback. Chairman Paige asked Mrs. Drumheller to thank Ms. D. Gammon for all that she does to educate the youth and adults on the world of recycling.

Item No. 12: Financial Reports for April 2021

Mrs. Hynes reported the April financial activity is consistent with previous months. The Authority has a combined net income of \$83,998 and the net income continues to decrease each month as expenses are incurred throughout the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority as of the end of the month and one account is 60 days past due and already taken care of.

Chairman Paige opened the floor for a motion to accept and file the Financial Reports for April 2021 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. J. Clary (A-Henrico) and carried that the Financial Reports for April 2021 be approved and filed as submitted.

Item No. 13: 2021 Budgetary Transfers

Mrs. K. Hynes noted that as we approach the end of the fiscal year, CVWMA staff has reviewed revenues and expenses by line item and made projections through the end of the fiscal year. Each line item was compared to budget to identify any necessary transfers more than \$2,500 between categories in the 2021 budget. CVWMA has deemed no budgetary transfers are necessary for the 2021 fiscal year. Any transfers that do not meet the

\$2,500 criteria will be presented and reviewed with the CVWMA Audit Committee at the completion of the 2021 audit, but none are needed at this time.

Item No. 14: Consideration of Resolution 21-14: Reaffirming the Pay and Classification Plan for Fiscal Year 2021-2022

Mrs. Hynes noted this is the time of year staff comes back to the Board to reaffirm the salary increase for the next fiscal year. In December the Board adopted the 2022 Operating Budget including an average 3.0% salary increase. Mrs. Hynes stated based on review of the 2022 budget, the Authority had made conservative revenue estimates from the recycling markets and the markets have started to improve. In addition, investment income and cost savings realized over the last year make the 3.0% wage increase budgeted for fiscal year 2022 sustainable. Mrs. Hynes noted staff did look into what some of the localities are doing and wage increases range from 2.0% to 5.0%. Mrs. Hynes ended by noting there were no wage increases for CVWMA in fiscal year 2021.

Chairman Paige noted that fiscal year 2021, we did give a stipend or bonus to CVMWA employees however, they did not receive a salary increase. Even though the localities have not approved their budgets, this increase will not increase the CVWMA budget or the budgets of the localities.

Chairman Paige opened the floor for a motion to adopt **Resolution 21-14**. A motion was made by Mr. R. Dunn (M-Chesterfield), Vice Chairman, seconded by Mr. C. Drane (A-Chesterfield) and carried unanimously by roll call vote that **Resolutions 21-14** be approved as submitted.

Item No. 15: Consideration of Resolution 21-15: To Award a Contract for Banking, Depository, Purchasing Card and Merchant Services to Towne Bank

Mrs. K. Hynes introduced **Resolution 21-15: To Award a Contract for Banking, Depository, Purchasing Card and Merchant Services to Towne Bank**. The contract for banking services between the CVWMA and BB&T expires June 30, 2021, with no renewal options. A Request for Proposals (RFP) was issued on March 8, 2021, with a return deadline of March 31, 2021. The CVWMA received three proposals including BB&T, Towne Bank and Sonabank.

Mr. R. Dunn (M-Chesterfield) assisted staff with the interview process, and they met with the three bankers on Wednesday, May 5, 2021. After evaluating the proposals, interviewing the banks, and contacting references, staff with the support of the Audit Committee recommends awarding a contract for Banking Services to Towne Bank effective July 1, 2021.

Mr. R. Dunn (M-Chesterfield), Vice Chairman, noted that the one thing that really impressed him during the interviews was that Towne Bank has a lot more customer focus than the other two banks and they seem to take more interest in their customers. Mrs. Hynes stated they are a little smaller bank and newer to the market and she believes we will get more customer focus.

Mrs. M. Kelley (M-Henrico) asked if Towne Bank would be very friendly and supportive of the CVWMA's mission statement and goals and not just a good community bank but also specifically interested in our mission. Vice Chairman Dunn and Mrs. Hynes responded affirmatively.

Chairman Paige opened the floor for a motion to adopt **Resolution 21-15**: A motion was made by Mr. S. Chidsey (M-Ashland), seconded by Mrs. M. Kelley (M-Henrico) and carried that **Resolutions 21-15** be approved as submitted.

Item No. 16: Administrative

The annual Disaster Recovery Training event is scheduled for Wednesday, June 9, 2021, and is to be held virtually from 10:00 a.m. until 12:00 p.m. and all are welcome to participate Mrs. Hynes stated.

Mrs. Hynes reminded the Board the TAC and Executive Committee will meet on their regular meeting dates, and the June Board meeting has been moved to Tuesday, June 22 and a longer meeting is planned from 9 a.m. until 12:00 p.m. to go through the Strategic Plan process.

Old/New Business

Chairman Paige stressed the importance of participation in the strategic plan and if any questions, comments come up at any time, to please feel free to reach out on the phone or email. She noted this is our vision, and where we want to go and how we want to get there so this working, living document will be an asset to the goals and missions and the future for Central Virginia Waste Management Authority. Chairman Paige also noted that RFPs cannot be talked about in public but if you have questions or concerns, please reach out to Mr. Nolan or Mrs. Hynes.

Chairman Paige stated she looked forward to seeing everyone at our next meeting on June 22nd she wished everyone a wonderful and safe holiday and with no further business to come before the Board, Chairman Paige adjourned the CVWMA Board of Directors meeting at 9:56 a.m.



CERTIFICATE

I, Patricia Paige, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the May 21, 2021, regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., June 22, 2021. Given under my hand and seal of the CVWMA this 22nd day of June 2021.



Patricia Paige, Chairman